

**FRANKLIN COUNTY SHERIFF'S OFFICE
POLICIES AND PROCEDURES**

SUBJECT: Unmanned Aircraft Systems		APPROVED BY: <i>JD Raymond</i> Franklin County Sheriff or Designee	NO. 1903
SUPERSEDES: New Policy		Chapter 19: Special Operations	EFFECTIVE: 02/01/19 REVIEW: 02/01/20

- 1.0 **PURPOSE:** The purpose of this policy is to establish minimum standards on the use and oversight of Unmanned Aircraft Systems (UAS) for the Sheriff's Office
- 2.0 **AUTHORITY:** Office of the Franklin County Sheriff
- 3.0 **DEFINITIONS:**
- 3.1 **Unmanned Aircraft System (UAS):** Means an aircraft that is operated without a physical human presence within or on the aircraft which, in the manner in which it is used or the manner in which it is equipped, is capable of performing audio or visual capture and guided by remote control.
- 3.2 **Pilot in Command (PIC):** Any commissioned member of the Franklin County Sheriff's Office that has successfully completed the Franklin County Sheriff's Office UAS training course and has been signed off by an instructor to operate the UAS.
- 3.3 **Visual Observer (VO):** Any assigned commission deputy that has been trained by a certified pilot to assist with an in progress mission and is comfortable with his/her obligations.
- 3.4 **Government Function:** An activity undertaken by a government, such as national defense, intelligence missions, firefighting, search and rescue, law enforcement (including transport of prisoners, detainees, and illegal aliens), aeronautical research, or biological or geological resource management.
- 4.0 **POLICY:**
- 4.1 It is the policy of the Franklin County Sheriff Office to utilize Unmanned Aircraft System (UAS) for the focused and limited purpose of criminal investigations or public safety. UAS's, related equipment, technology and data collected from its deployment shall be used in a lawful manner consistent with all provisions of the United States and Washington State Constitutions.
- 4.2 It is also the policy of this office to allow for the deployment of UAS's for emergency use approved by the Sheriff or designee, or for the training, testing and evaluation of the UAS by this office. The UAS will be operated under the regulations and limitations set forth by the Franklin County Sheriff's Office Certificate of Authorization.

- 4.3 UAS-recorded data will not be collected, disseminated, or retained solely for the purpose of monitoring activities protected by the Constitutions of the United States and Washington State. This will include, but not be limited to First Amendment protections of religion, speech, press, assembly, and redress of grievances (e.g., protests, demonstrations, etc.)

5.0 PROCEDURES:

General: Deputies of this Office and law enforcement officers (LEO) of jurisdictions within Franklin and Benton Counties shall be allowed to use UAS's for criminal investigations or public safety purposes provided the following requirements are followed:

- 5.1 All UAS operations will be conducted with no less than two (2) law enforcement officers and must remain within verbal contact at all times. The first assignment will be designated as the Pilot in Command (PIC) who must be a certified and active member of the UAS program. The second will be assigned as the Visual Observer (VO). This assignment can be any commissioned member of this office as long as that deputy has been trained and is comfortable with the duties assigned by the PIC.
- 5.2 Prior to the deployment of the UAS, a LEO must be adequately certified to the Franklin County Sheriff's Office standard in its use and operation, and must be knowledgeable of the standards set forth in this policy.
- 5.3 Any operation of the UAS by a LEO of this office must fully comply with all Federal Aviation Administration (FAA) requirements and guidelines [49 USC 40102(a)(41)(C) and/or (D)]. Additionally, any operation of the UAS must fully comply with any FAA Part 107 Certificate of Waivers issued to the Franklin County Sheriff's Office.
- 5.4 A LEO may not deploy the UAS for criminal investigative purposes without the knowledge and prior approval of the Division Commander of this office or designated Command Staff in his/her absence.
- 5.5 Prior to deploying a UAS for criminal investigation purposes, a LEO should consult with and seek guidance from the authority having prosecutorial jurisdiction over the investigation, as a search warrant may be required. This does not apply to UAS deployments for non-investigative public safety use such as search and rescue deployments or for the purpose of training, testing, or evaluation of the UAS.
- 5.6 A LEO that deploys the UAS shall properly document each such deployment on the Flight Log reporting form. The Flight Log reporting form shall be completed with all pertinent information documented.
- 5.7 A LEO that mistakenly or without authorization deploys the UAS should promptly report the deployment to the Division Commander. Such report must describe the circumstances under which the UAS was deployed and a plan of action describing how such mistaken deployment will be avoided in the future.
- 5.8 A LEO that deploys the UAS must have the capability to adequately track and record the flight pattern and location of the UAS as well as video of the deployment.
- 5.9 A LEO may not deploy more than one UAS at any one time. A LEO may not deploy in any one area, or at any one event without first coordinating and defining the parameters of the area where each deployed UAS will be operated.

- 5.10 A LEO that intentionally uses the UAS without proper authorization or in the deviation of the standards set forth in this policy shall be subject to disciplinary action, up to and including termination.
- 5.11 Only authorized personnel (appointed by the UAS program supervisor) shall manipulate the software or make changes to the mechanical operations of the remote/UAS.
- 5.12 UAS deployment rules are as follows:
- UAS deployment must be authorized by an administrator.
 - Deployments should be for the following:
 - Disaster Response (flood, earthquake, storm damage, etc.)
 - HAZMAT response
 - Search & Rescue
 - Missing Person
 - Video/ Photographs for Investigative support (homicide, collisions, arson, etc)
 - Barricaded subject(s)
 - Assist Tactical Squads
 - Other matters of Public / Officer Safety (active shooter, armed fleeing felon, etc)
 - UAS will be used only by operators certified under 14 CFR Part 107 and within line-of-sight at all times.
 - Flight times, locations, missions and operators should be fully documented utilizing the Flight Log reporting Form.
 - Data shall be downloaded securely by a pilot and not erased or duplicated without written approval.
 - One PIC will operate only one UAS at a time.
- 5.13 The Franklin County Sheriff's Office has adopted the Association for Unmanned Vehicle Systems International Code of Conduct, which states:

The emergence of unmanned aircraft systems (UAS) as a resource for a wide variety of public and private applications quite possibly represents one of the most significant advancements to aviation, the scientific community, and public service since the beginning of flight. Rapid advancements in the technology have presented unique challenges and opportunities to the growing UAS industry and to those who support it. The nature of UAS and the environments which they operate, when not managed properly, can and will create issues that need to be addressed. The future of UAS will be linked to the responsible and safe use of these systems.

For this reason, the Association for Unmanned Vehicle Systems International (AUVSI), offers this Code of Conduct on behalf of the UAS industry for UAS operation. This code is intended to provide our members, and those who design, test, and operate UAS for public and civil use, a set of guidelines and recommendations for safe, non-intrusive operations. Acceptance and adherence to this code will contribute to safety and professionalism and will accelerate public confidence in these systems. The code is built on three specific themes: Safety, Professionalism, and Respect. Each theme and its associated recommendations represent a "common sense" approach to UAS operations and address many of the concerns expressed by the public and regulators.

By adopting this Code, the Franklin County Sheriff's Office UAS users commit to the following:

Safety:

- 5.14 We will not operate UAS in a manner that presents undue risk to persons or property on the surface or in the air.

We will ensure UAS will be piloted by individuals who are properly trained and competent to operate the vehicle or its systems.

We will ensure UAS flights will be conducted only after a rough assessment of risks associated with the activity. This risks assessment will include, but is not limited to:

- Weather conditions relative to the performance capability of the system identification of normally anticipated failure modes (lost link, power plant failures, loss of control, etc) and consequences of the failures
- Crew fitness for flight operations
- Overlying airspace, compliance with aviation regulations as appropriate to the operation, and off-nominal procedures
- Communication, command, control, and payload frequency spectrum requirements, reliability, performance, and airworthiness to established standards

Professionalism:

- 5.15 Prior to the first deployment of an agency UAS and during the implementation phases of any significant UAS policy changes or program updates, the Franklin County Sheriff's Office will complete a press release and disseminate to local news agencies as well as the official agency social media sites(s). Such press releases will identify the objectives of the program, changes, and provide contact information for public inquiries or concerns.
- 5.16 The Sheriff's Office will comply with all federal, state, and local laws, ordinances, covenants, and restrictions as they relate to UAS operations. We will operate our systems as responsible members of the aviation community and will respect the rights of other users of the airspace. The Sheriff's Office will cooperate fully with federal, state, and local authorities in response to emergency deployments, mishap investigations, and media relations.
- 5.17 Our agency will establish contingency plans for all anticipated off-nominal events and share them openly with all appropriate authorities.
- 5.18 We will respect the privacy of individuals and at all times will make a conscious effort to minimize intrusions on the private affairs of non-involved parties. We will respect the concerns of the public as they relate to unmanned aircraft operations. We will support improving public awareness and education on the operation of UAS.
- 5.19 In an effort to maximize transparency and awareness of the Sheriff's Office UAS Program, a map of all flights will be published on the Sheriff's Office social media site(s) as soon as practical after a mission so long as it does not jeopardize an ongoing criminal investigation.
- 5.20 All data retained from deployments will be available for public inspection in accordance with the Public Records Act. Some exceptions exist related to on-going criminal investigations.

The Law Enforcement Commander shall be responsible to serve in an oversight and auditing role. At least semi-annually, all UAS and Controller will be physically inspected for damage or modification. Additionally, the Law Enforcement Commander shall ensure that all documentation is properly filled out and that deployment is in accordance with the policy and procedures. This will include random spot checks of flight data.

5.21 After the deployment of a UAS equipped with any of the following items:

- Night vision technology,
- High-powered zoom lenses,
- High-powered acoustical listening devices,
- Thermal imaging technology,

the PIC will report the use of that technology on the Flight Log reporting form, and document how the technology was utilized and the reason for its use.

5.22 In NO circumstances will the UAS ever be equipped with:

- Facial recognition technology.
- Weapons, munitions or chemical agents of any kind.

5.23 UAS's must be operated by a LEO at an altitude, speed, and with a flight pattern that will ensure that the invasion of privacy of third parties who are NOT under investigation is minimized. All uninvolved parties, who are within the perimeter of the active flight area, will be notified of the UAS presence and its unlikely hazard.

5.24 UAS flying restrictions include:

- Must fly under 400 feet above ground level (AGL)
- Should fly only in daylight, unless authorized by the Division Commander.
- Should be in sight of operator and a safety observer at all times.
- Should make contact with the control tower at the Pasco Airport or closest control tower near the investigation scene.
- May not be used for vehicle pursuits or traffic enforcement.

Data Transmission/Retention:

5.25 A Sheriff's Office shall not deploy the UAS to conduct surveillance without the appropriate search warrant.

5.26 Video recording shall be enabled at all times that the UAS is in flight. All recorded data will be extracted to a secure storage location as soon as possible after the completion of the mission but in no event longer than 72 hours after the mission.

5.27 Collection, use, dissemination, or retention of UAS-recorded data should not be based solely on individual characteristics (e.g., race, ethnicity, national origin, sexual orientation, gender identity, religion, age, or gender) which could constitute a violation of law.

5.28 Data collected or recorded by the UAS will only be transmitted to authorized devices under the exclusive control of the Sheriff's Office. "Real-time" broadcasting to any auxiliary display screen not under the exclusive control of the UAS operator must have the approval of the Sheriff, or on-duty Command Staff.

5.29 Data obtained by a UAS will be deleted within 180 days once it is determined that it is no longer necessary to support an investigation, legal action, or is required to be retained for a longer

period by any other applicable law or regulation.

6.0 IMPLEMENTATION:

This Policy and Procedure is effective immediately.

5 ATTACHMENTS:

Form 1903A UAS Flight Log

Form 1903B UAS Flight Checklist

Form 1903C UAS Written Exam

Franklin County Sheriff's Office

UAS Flight Log

Incident Information

Date/Time:	Case #:
Location of Incident:	
Type of Incident:	
Incident Supervisor:	Approving Admin:

Flight Information

Pilot-In-Command:		Visual Observer:	
Temperature:	Wind Speed:	Visibility:	Cloud Floor:
Part 107 Waivers used:			
	Night Flight <input type="checkbox"/>	Class D Airspace (non-LAANC) <input type="checkbox"/>	
LAANC Approval: <input type="checkbox"/> / Tower Notified: <input type="checkbox"/>			
Which UAS used: Choose one:		Cameras Used: XT2 <input type="checkbox"/> Z30 <input type="checkbox"/>	
# of Battery Cycles:	Approx. Flight Time:	Drone Deploy: <input type="checkbox"/>	
Any damage or issues with UAS? <input type="checkbox"/>			
Damage Explanation / Issues / Concerns / Needs:			

Situation Brief

(Describe how FLIR and/or Z30 was utilized and reason for use)
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Return Equipment to Office and charge batteries. Turn in form to Detective Dennis.

Franklin County Sheriff's Office

Pre-Flight Checklist

Checking Out Drone from Office

<input type="checkbox"/> Weather okay for flight	<input type="checkbox"/> Controllers/iPads charged	<input type="checkbox"/> All Batteries charged
<input type="checkbox"/> SD Cards installed	<input type="checkbox"/> All equipment packed	<input type="checkbox"/>

Flight Area Established

<input type="checkbox"/> LAANC/ATC Approval	<input type="checkbox"/> Site Survey/Obstacle Check	<input type="checkbox"/> Flight route planned
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Immediately Before Flight

Temperature: (> 0 °F , < 110 °F)	Wind Speed: (≤ 30 MPH)	Visibility: (≥ 3 Miles)	Cloud Floor: (≥ 500 ft.)
<input type="checkbox"/> Establish landing area	<input type="checkbox"/> Install legs/props/cameras	<input type="checkbox"/> Inspect aircraft, no defects	
<input type="checkbox"/> Check controller(s)/screen(s)	<input type="checkbox"/> Check/install batteries	<input type="checkbox"/>	

Take-Off

<input type="checkbox"/> Turn on UAS/controller	<input type="checkbox"/> Compass calibration	<input type="checkbox"/> Set Home Point/RTH Height
<input type="checkbox"/> Start motors	<input type="checkbox"/> Hover check, all normal	<input type="checkbox"/>

Post-Flight Checklist

Immediately Following Flight

<input type="checkbox"/> Inspect aircraft for faults	<input type="checkbox"/> Check propellers for damage	<input type="checkbox"/> Check cameras for damage
<input type="checkbox"/> Return all items to case		

At the Office

<input type="checkbox"/> Remove SD cards and transfer all data files	<input type="checkbox"/> Complete Flight Log form	<input type="checkbox"/> Provide on duty sergeant with photo of flight map for press release
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Franklin County Sheriff's Office

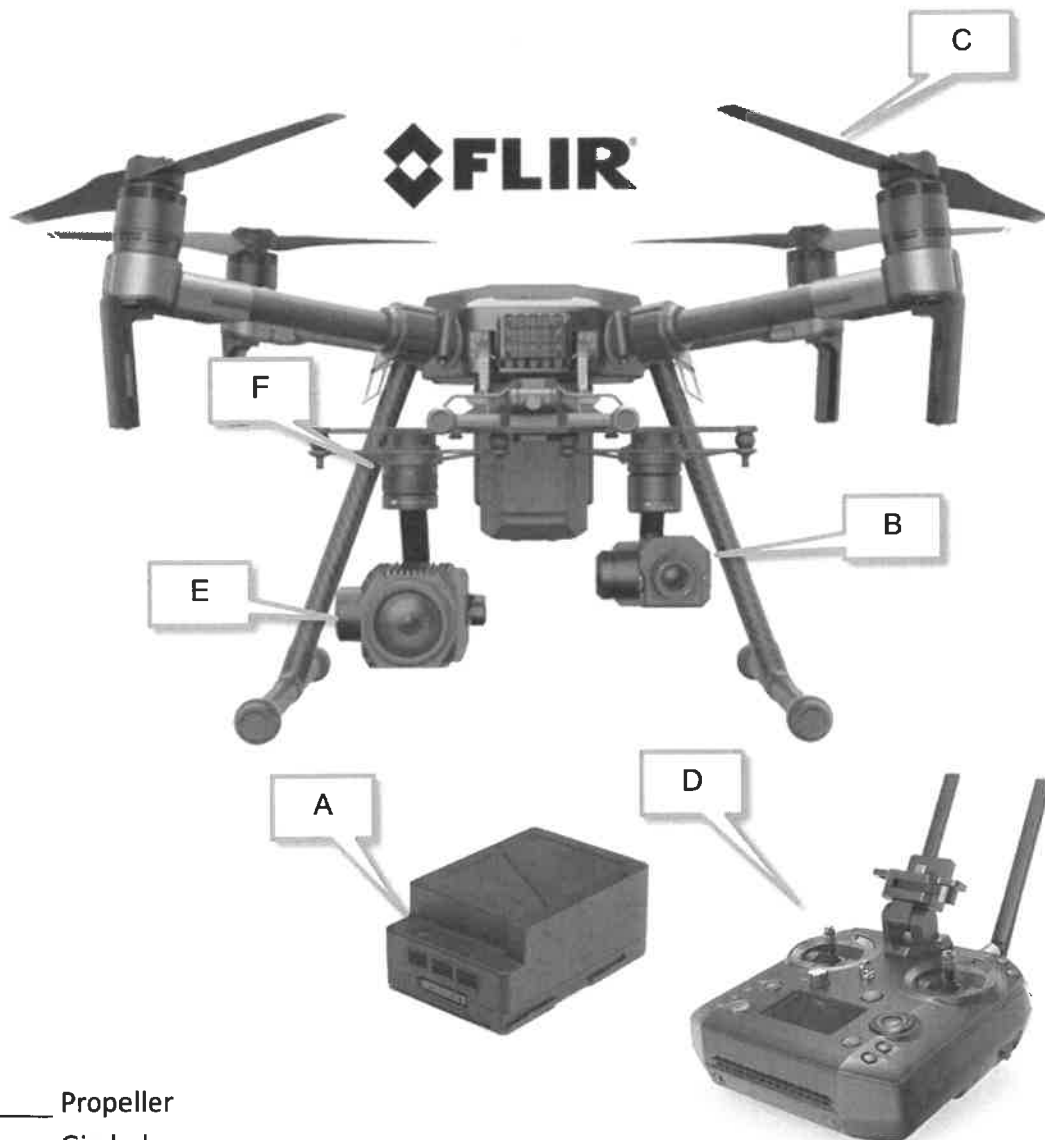
UAS Written Exam

Name: _____ Date: _____

1. A UAS deployment is authorized by _____?
 - A. Deputy
 - B. Supervisor
 - C. Administration
 - D. Detective
2. All deployments will be logged in a _____?
 - A. Report
 - B. Supplemental Report
 - C. CAD Notes
 - D. UAS Flight Log
3. The UAS is used for the following investigations?
 - A. Collision Investigations
 - B. Major Crime Investigations
 - C. Search & Rescue Missions
 - D. All of the above
4. What is the maximum height the UAS can be flown above ground level according to FAA rules?
 - A. 400 feet
 - B. 500 feet
 - C. 2000 feet
 - D. 100 feet
5. Only _____ members of the Franklin County Sheriff's Office can operate the UAS.
 - A. Current
 - B. Part 107 Certified
 - C. Commissioned
 - D. Retired
6. True/False The UAS can be used to conduct surveillance?
7. True/False Weapons can be equipped on the UAS during SWAT missions?

8. True/False The UAS shall only be operated during daylight hours?
9. True/False All deployments will be downloaded onto the UAS working drive?
10. True/False The UAS report must be completed by the pilot who operated the UAS?
11. True/False Constitutional rights of “third parties” should be considered during deployments?
12. True/False Any trained UAS pilot can sign off another member of the FCSO to operate the UAS?
13. True/False A search warrant is always required to deploy the UAS?
14. True/False A supervisor can authorize a UAS deployment?
15. True/False The UAS can be used for vehicle pursuits?
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16. Once a deployment is authorized by administration, _____ must be notified of the location of the deployment and an estimation of the flight time.
- A. Moses Lake International Airport Control Tower
 - B. Control tower within 5 miles of incident location
 - C. Sea-Tac International Airport Control Tower
 - D. NASA
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17. UAS updates will be completed by the _____?
- A. Administration
 - B. Supervisor
 - C. Trained Pilots
 - D. UAS Program Coordinator
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18. A UAS deployment should be delayed if it is _____?
- A. Raining
 - B. Snowing
 - C. Dense Fog
 - D. All the above
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19. The UAS must have a _____ and _____ during deployments?
- A. Pilot & UAS
 - B. Pilot & Visual Observer
 - C. UAS & Visual Observer
 - D. Administrator & Pilot

Identify the following on the UAS:



- 20. ____ Propeller
- 21. ____ Gimbal
- 22. ____ Battery
- 23. ____ Remote
- 24. ____ FLIR
- 25. ____ Z30